



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER
Chief Public Defender – Mark A. Stanton

ATTORNEY POSTING

November 28, 2017

Job Title: Assistant Public Defender
(Appellate, Felony, Juvenile and Municipal Divisions)

Department: Public Defender

Reports to: Division Supervisor

Salary: Minimum \$52,101.72
(Commensurate with experience)

RESPONSIBILITIES:

- Handle cases before the Cuyahoga County Common Pleas Court-General Division, Cuyahoga County Juvenile Court, Cleveland Municipal Court, the Eighth District Court of Appeals, and the Supreme Court of Ohio.
- Represent indigent defendants charged with crimes which may result in incarceration.
- Represent indigent parents in abuse, neglect, and dependency cases.
- Represent indigent juveniles in delinquency proceedings.
- Respond to requests for legal assistance from individuals with criminal issues who contact the Public Defender's Office.
- Participate in community events and meetings related to the work of the Cuyahoga County Public Defender.

EXPERIENCE AND SKILLS

- The applicant should have significant legal research, writing, and oral advocacy skills and experience.
- The applicant must demonstrate a capacity to work creatively and collaboratively on legal issues confronting our indigent clients.
- The applicant must be available for court at all times court is open, and be available to meet and work outside the normal working hours if necessary;
- The applicant must be able to perform all other duties assigned, delegated or required of the assistant public defenders as well as those prescribed by law;

MINIMUM EDUCATION:

Juris Doctor; licensed and in good standing to practice law in the State of Ohio

APPLICATION PROCEDURE:

All applications must be submitted by Monday, December 11, 2017 at 4:30 p.m. and must include the following:

- A cover letter addressing your interest and/or experience and specifying your preferred division (appellate, felony, juvenile, or municipal)





CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Mark A. Stanton

- A resume
- A minimum of 2 writing samples that reflect your legal research and writing ability as well as your capacity for persuasive writing

These materials should be addressed to the Chief Public Defender and sent to Mark Budzar in person or mailed to:

Cuyahoga County Public Defender – Mark Stanton
Courthouse Square
c/o Mark Budzar
310 W. Lakeside - Suite 400
Cleveland, Ohio 44113

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Equal Opportunity Employer – Smoke-free and Drug-free workplace.

All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

<http://publicdefender.cuyahogacounty.us/>

